



## Capital Planning Committee

Capital Plan for FY2022 (July 1, 2021 – June 30, 2022)  
5-Year Plan for FY2022 – FY2026

Date: Thursday, September 30, 2021  
Time: 5:00pm-7:00pm  
Location: Zoom Meeting

### Minutes

Attendance: Joseph Barr (left at 5 :30pm),  
Ida Cody,  
Kate Leary,  
Kate Loosian,  
Phyllis Marshall,  
Chris Moore,  
Sandy Pooler,  
Jon Wallach (left at 6:30pm),  
Timur Kaya Yontar.

Not in attendance: Michael Mason,  
Julie Wayman, Management Analyst.

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**Meeting Opened:** Mr. Yontar called the meeting to order at 5:06pm.

**Approval of Minutes:** Because the minutes from the September 9, 2021 meeting were distributed relatively recently without sufficient time for Committee members to review them, the vote on approval was postponed to the next meeting.

**Administrative Tasks:** Mr. Yontar went through a summary of the reports that will be covered at upcoming meetings, and reminded Committee members to submit any reports or other documents that are being distributed, by Tuesday at noon prior to the meeting.

**Review of Budget Tightness:** Mr. Pooler provided an initial review of the tightness of the upcoming capital budget, using certain assumptions about bonding to come up with a yearly payment schedule for committed and proposed projects. This initial analysis shows that the yearly financial burden is higher than we can afford (by approximately \$1M/year), so we will need to make some cuts to get back within the fiscal constraint. This does not

include the American Rescue Plan Act (ARPA) funds proposed for either school HVAC or parks and playgrounds. To use those funds for parks and playgrounds, there will need to be a clear nexus between those types of improvements and COVID-19, and the Town is waiting to figure out if that can work. Ms. Leary asked whether additional funds for parks and playgrounds would accelerate getting through the backlog of improvements and Mr. Pooler replied this is part of what is being discussed.

**Committee Prioritization System:** Mr. Moore provided a review and recap of the prioritization spreadsheet that the Committee starting using last year to help the Committee prioritize projects, including improvements and enhancements that have been made for this year. The intent this year is to have members rank projects as they are presented and while they are fresh in everyone's mind, rather than rankings projects at the end of the process. Members may decide to do this during the presentation of projects, or at the end of the meeting, and changes can be made at a later point as well. Mr. Moore also clarified that as a starting point, each project should be ranked individually, regardless of the year in which the project is seeking funding, with additional adjustments coming at a later point.

## **Review of Capital Requests**

**Recreation:** Ms. Leary and Ms. Marshall presented the requests for the Recreation Department, including summarizing each item. Items that generated more significant discussion included:

- Crosby Tennis Courts: There was a discussion of the timing of this request as compared to past years, as well as the fact that this is now a real cost estimate based on the Stantec study. Ms. Leary also indicated that she can send the Committee this report, which has been shared by Recreation.
- Hurd Field Renovation: Mr. Yontar asked about whether this is one of the projects that is expected to be funded by the Community Preservation Act Committee (CPAC), and Ms. Leary confirmed that expectation. Ms. Loosian also asked about how to prioritize this, given that this is the second phase, and Ms. Leary said that it is the Recreation Department's highest priority. So if it is not funded by CPAC, then they will make it their highest priority request from this Committee. Since this second phase involves lighting and multi-generational exercise equipment, it is theoretically possible that it could not be funded, but there is a strong desire to complete the full project.
- Mountain Biking Trail Area: Mr. Yontar asked about the specific location, and Ms. Leary said that the location hasn't been finalized, and this decision would be part of the design process.
- Playground Audit and Safety Improvements: Mr. Yontar asked about whether the \$25,000/year is based on actual need, or just spacing out the allocation, since we could potentially pull some money forward if it is needed more urgently. Ms. Leary said that some of this is based on spacing out when the audits occur, and then programming out expected capital repairs. Ms. Loosian asked about the difference between this item and the Feasibility Study item. Ms. Leary explained that the audits are a detailed inspection of a playground and identifying immediate repairs,

whereas the feasibility study is more focused on developing a scope of work for a playground replacement or other significant project. In the discussion, it was also clear that more than \$25,000 is needed for repairs for this year, particularly when looking at some of the older playground that are in worse shape. Next year may also require additional funding, since they are addressing the playgrounds that need the most work. The first year of audits covered 10 playgrounds based on capacity to perform the audits and complete the repairs.

- **Poet's Corner:** Mr. Moore asked about what number should be in the plan for this project, since it is likely to be funded by external sources. Mr. Yontar asked whether it should be \$600,000 since this is the most the Town might contribute to this, but Mr. Pooler said that we may need to wait to know the answer. Mr. Moore noted that this makes it difficult to rank, since the Town wouldn't actually spend \$3.4M on this project on our own.

Ms. Leary also presented the sweeps from prior year projects. Mr. Yontar asked about whether we should be putting pressure on spending of older funds, and Ms. Marshall agreed that this needs to happen to make sure that funds are spent in a timely manner. Ms. Leary confirmed that the Recreation Department is actively working to spend these older funds. The two confirmed sweeps are \$19,050 for the Rink Roof Repair, as well as 41¢ left in the Reservoir Beach Mechanical Improvements.

**Administration:** Ms. Loosian and Ms. Cody presented the following capital requests:

- **Town Clerk-Polling Place Technology:** Mr. Moore asked whether the number of iPads required will go down if the number of precincts is reduced, and Ms. Cody confirmed that this would be the case.
- **Legal-Renovations to Jarvis House:** Ms. Loosian recommended combining the two requests into a single project to minimize the disruptions and achieve economies of scale. Mr. Yontar asked whether there is much public access to the building, since the HVAC work could be eligible for ARPA funding. Ms. Loosian indicated that it is used by a number of different Town employees, but not necessarily by the general public. Mr. Pooler also noted that if the Town stops using this building, it reverts back to the original donor.
- **Town Manager-Big Belly Solar Trash Compactors:** Mr. Moore asked how many units we get for \$75,000, and Ms. Loosian indicated that it pays for 15 units. Mr. Moore also suggested that the units in Arlington Center could be paid for by the parking benefit district.

**Health and Human Service:** Mr. Moore noted that the Department of Health and Human Services is asking to have their request for the Whittemore Robbins House Playground removed, so the request is now for \$0.

**Council on Aging:** Mr. Moore summarized this request, which is externally funded through grants and the trust fund.

**Motion to Conditionally Approve Requests:** The Committee voted to conditionally approve all of the requests discussed at the meeting, by the following vote:

Joseph Barr: Absent,  
Ida Cody: Yes,  
Kate Leary: Yes,  
Kate Loosian (made motion to approve): Yes,  
Phyllis Marshall: Yes,  
Michael Mason: Absent,  
Chris Moore (seconded motion to approve): Yes,  
Sandy Pooler: Yes,  
Jon Wallach: Absent,  
Timur Kaya Yontar: Yes.

**New Business:** None.

**Meeting Adjournment:** The meeting adjourned at 6:59pm, based on the following vote:

Joseph Barr: Absent,  
Ida Cody: Yes,  
Kate Leary: Yes,  
Kate Loosian (seconded motion to approve): Yes,  
Phyllis Marshall: Yes,  
Michael Mason: Absent,  
Chris Moore (made motion to approve): Yes,  
Sandy Pooler: Yes,  
Jon Wallach: Absent,  
Timur Kaya Yontar: Yes.